JDHQS-PES

MEMORANDUM FOR MANAGERS AND SUPERVISORS IN ORGANIZATIONS SERVICED BY P&ES-W CIVILIAN PERSONNEL ADVISORY CENTER

SUBJECT: Fully Automated System for Classification (FASCLASS) II

FASCLASS II has been implemented at all Army regional Civilian Personnel Operations Centers (CPOCs). FASCLASS II is a web-based automated position classification records system that is maintained centrally at HQDA, which affords line managers more access to and control over the position structure of their organization. The application automates Position Descriptions (PDs), provides a searchable automated Master File of PDs, maintains automated records of competitive levels and competitive area logs, includes an archive function, provides the ability to search PDs Army wide, includes a multiple sort feature, contains an advance search feature and incorporates the current PD Library within its database. There are currently 163,640 PDs available in FASCLASS II.
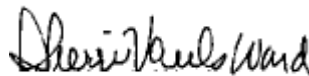
FASCLASS II may be accessed through Civilian Personnel Online at http://cpol.army.mil/fasclass/index.html, Personnel and Employment Service – Washington (P&ES-W) at http://www.hqda.army.mil/pesw or through your Army Regional Tools (ART) account.

Users are encouraged to download the self-paced tutorial to learn more about FASCLASS II. The tutorial and additional information are available at the P&ES-W website, http://www.hqda.army.mil/pesw. Extensive online assistance is also available under "Help" in FASCLASS II.

All users are by default a public user when they first access FASCLASS II. Public users have access to portions of the FASCLASS II and PD Library sections. They can search position data, interdisciplinary position data, and position data from the PD Library. Restricted access is granted after a valid login name and password are entered. The restricted area has varying menu options, depending on the permissions of each user type. Restricted areas are limited to supervisors and personnelists. FASCLASS II allows supervisors to request up to five FASCLASS II user accounts to be used for their administrative staff. A restricted account may be established from the main FASCLASS II screen by clicking on "Restricted Access" in the blue menu bar and following the instructions that appear.

There is a Department of the Army requirement that managers must complete a leadership training survey for newly created positions, grades 11-15. There are three different surveys that are dependent upon the grade of the position. The number of questions on a survey varies; the maximum is 12. Managers receive an automatic email from the CPOC classifier when a survey needs to be completed. Managers complete the survey from FASCLASS II. The Survey and Survey (FASCLASS I) menu options are only available to users with manager privileges. A guide, Manager Aid for Retrieving Pending Training Surveys, is available at the P&ES-W website, http://www.hqda.army.mil/pesw.

In our continued commitment to provide advisory services to our customers, we remain available to assist in accessing FASCLASS II and ensuring that up-to-date instructions and information are available. For assistance, contact your servicing Civilian Personnel Advisory Center specialist.

Sherri Vauls Ward
Director